



Business English 1

#memorandum

#titles Mr, Mrs, Ms, Miss

#You have always been ...

#mail teachers

Writing a business memo

Business memos usually begin with a header section that lists recipients and other details in the following format:

To: Include each recipient's name and job title (for example, Miranda Lawson, Director of Marketing). If you're addressing a designated group, however, simply state the name of the group (for example, Accounting Department).

From: Include your name and title.

Date: Write out the complete date (for example, June 30, 2017).

Subject: Make the subject brief and descriptive.

Most business memos skip the greeting (such as "Greetings, Ms. Lawson") and immediately go into the body text. Whenever you start a paragraph in a memo, always put the main point of that paragraph first, as this makes your writing direct and easy to follow.

BODY: the text, the message itself

Generally, memos don't include a farewell (such as "Sincerely, Tonya"), but it may be appropriate depending on your message or your company's style. If you do include a farewell, make it brief.

sample memorandum

To: Loading Dock Staff
From: Philip Yuen, Director of Shipping
Date: June 30, 2017
Subject: Update to Shipping Procedures

Due to some recent shipping issues, the Board has decided to update part of our shipping procedure. Whenever an order is ready to ship, please leave that order's shipping form in my office mailbox, and I'll return it to your station once I confirm everything is correct. Although this change will slow down our process a little, it will hopefully prevent further errors.

If you have any questions, please feel welcome to stop by my office. Thank you all for everything you do. Your hard work is appreciated.

-via edu.gcfglobal.org-
<https://tinyurl.com/bdrwkm34>

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OH DEAR, MS. SULLIVAN!

Mr, Mrs, Ms, Miss (titles)

<https://tinyurl.com/yc42tba8>

YouTube video 3:19 mins.

I LOVE YOU

You have always been there for me when I needed you the most. You kept me going even when I felt like giving up. You were my strength when I was weak. You were my courage when I was scared. You loved me when I couldn't love myself. Thank you for everything you've done for me. I appreciate you so much more than you know. I love you.

Third Eye Thoughts

'Use the appropriate email address. When sending an email to a teacher, make sure you use the school's email address rather than your personal email address. Yes, you may prefer to use your personal email address, and you may find a second address to be a hassle, but by using your school's address, you are showing your teacher that you can follow directions. After all, your teacher may be reluctant to even open an email that comes from "bigbadandboisterous@hotmail.com."'

NOTA BENE:

'Proofread carefully. Finally, before you hit the "Send" button, you should proofread your email carefully and correct any errors in spelling, grammar, punctuation, and capitalization. Since a message to your teacher is much more formal than a message to a friend, you should also avoid abbreviations, contractions, slang expressions, and emoticons.'



SAMPLE MEMO

Date: 18th February 2020

To: All Staff

From: Company Executive

Subject: Employee Commute Options Survey

We are conducting a commuting survey this week among all employees. The purpose of the survey is to discover what methods we currently use to commute and what alternative methods are of most interest. The survey is required by Department of Environmental Quality's Employee Commute Options (ECO) rules. These rules are part of the Portland area clean air plan to keep the air clean in light of air pollution associated with continued growth in the region.

ECO requires employers to provide employees with incentives to use alternatives to driving alone to work. The results of the survey will be used by (company name) to design a transportation program that reflects the needs and desires of (company name) employees. We must receive completed surveys back from at least 75 percent of (company name) employees to meet the requirements.

The survey will be distributed via e-mail on (date). Please take a couple of minutes to fill out the survey and return in by (date). If you have questions, please talk to (transportation coordinator). We will share the results with you in the employee newsletter when they are completed.

Thanks for your participation,

Your Executive